What services does the Pre-Pub Team provide?

Pre–Pub Team reviews information intended to be made available to the public that pertains to the ODNI, the Intelligence Community (IC), and National Security, regardless of how it's being transmitted (digital, verbal, written). To ensure all IC equities are protected in accordance with Agency authorities, the Pre–Pub Team coordinates within the ODNI and with all IC elements, as appropriate.
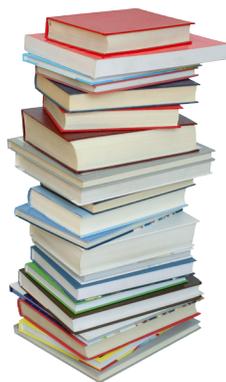
It's already UNCLASSIFIED so I can release it to the public, right?

No! UNCLASSIFIED does not automatically mean it's cleared for public release. There are some pieces of intelligence information that are not releasable.

Who must submit materials for the Pre-Pub Team to review?

All current and former ODNI staff, including cadre, detailees, and contractors, are responsible for providing any information intended for public disclosure. Generally, anyone who signs a Non–Disclosure Agreement (NDA) is required to submit to a Pre–Pub review before releasing information to the public. Each Agency has its own Pre–Pub policy governing individuals who sign NDAs with them.

For more information about Pre-publication Review, please contact the ODNI/CIO/IMD/Classification Branch:

Website:
https://intelshare.intelink.ic.gov/sites/odni/cio/im/pages/prepub_review.aspx

Classified:
DNI-Pre-Pub_WMA@cia.ic.gov

Unclassified:
DNI-Pre-Pub@dni.gov

Information Management Division Pre-publication Review

Quick Tips

I do public outreach for my job; do I need to go through Pre-Pub?

Yes! Official ODNI work that is to be publicly released must be reviewed.

In addition, the ODNI Public Affairs Office will review official releases to make sure the branding and message are consistent with current ODNI guidance.

I've got deadlines! How long will a review take?

The Pre-Pub Team will work with you to try to meet your deadlines, however, priorities are given to official reviews, senior leader engagements, submissions to Congress, and other senior correspondence as directed by ODNI leadership.

Per ODNI Instruction 80.04, ODNI Pre-publication Review of Information to be Publicly Released:

- 15 days for official items
- 30 days for non-official items

The above times are guidelines for prioritization. If the review takes longer, you are not authorized to publish.

How do I get my publication reviewed?

Pre-publication Review Process

1. Create material using:
   - UNCLASSIFIED sources only
   - No anonymous sources
   - Source citations within the document (do not list sources only at the end)
2. For official publication or presentation, ensure your management chain has concurred, and any internal component review process for substance has been completed.
3. Submit your request for Pre-Pub Review to DNI-Pre-Pub_WMA@cia.ic.gov or DNI-Pre-Pub@dni.gov. (You will receive an automatic reply confirming your request).

   When doing so, be sure to:
   - Include any previous review approvals you have received for your submission (i.e., from ODNI Pre-Pub or other Agency Pre-Pub group)
   - Provide all sourcing for cited materials that are not easily accessible via the Internet (failure to include all source material citations may delay your request)
4. Protect the publication from release until approved by the DNI Pre-Pub Team.

   In other words, do not send to editors or academics for peer review until the review is complete.
5. Upon approval from DNI Pre-Pub, you are cleared to publish or present.

What are some examples of things Pre-Pub reviews?

Anything mentioning the ODNI, IC, or National Security, regardless of the medium.

WE REVIEW (Some Examples)

- Books
- Memoirs
- Resumes
- Briefings
- Talking Points
- Blog Posts
- Opinion Editorials
- Academic Papers
- Screen Plays
- Videos
- Pamphlets

WE DO NOT REVIEW

- Cookbooks
- Children's Books
- Business Plans
- Blueprints
- Legal Documents